### BOSSIER OFFICE OF COMMUNITY SERVICES, INC.

### **AUDIT REPORT**

**DECEMBER 31, 2010** 

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 8/3/11

Terrie L. Jackson
Certified Public Accountants

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Membership:
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#### Independent Auditor's Report

To the Board of Directors Bossier Office of Community Services, Inc. Bossier City, Louisiana

We have audited the accompanying statement of financial position of Bossier Office of Community Services, Inc. (a non-profit corporation) as of December 31, 2010 and 2009, and the related statements of activities, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Bossier Office of Community Services, Inc. as of December 31, 2010 and 2009, and the changes in its net assets, its cash flows and its functional expenses for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated June 28, 2011, on our consideration of Bossier Office of Community Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an

opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements of Bossier Office of Community Services, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and is not a required part of the basic financial statements. Further, the supplemental schedules listed on pages 23 – 24 of this report are presented for purposes of additional analysis and are also not a required part of these financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Houston, Texas

June 28, 2011

# Bossier Office of Community Services, Inc. Statements of Financial Position December 31, 2010 and 2009

		<u>2010</u>	<u> 2009</u>
Assets			
Current Assets			
Cash	\$	218,235	\$ 182,750
Grants receivable		201,461	251,200
Accounts receivable insurance		-	-
Accounts receivable other		•	 
Total current assets		419,696	433,950
Property and Equipment			
Furniture, fixtures & equipment	-	263,260	263,259
Vehicles		867,272	867,272
Buildings		928,858	928,858
Land		35,966	35,966
Accumulated Depreciation		(1,673,230)	(1,635,814)
Net Property and Equipment		422,125	459,541
Total assets		841,821	893,492
Liabilities and Net Assets			
Current Liabilities			
Accounts payable		110,749	108,823
Bank overdraft		28,315	-
Accrued liabilities		93,258	93,258
Deferred			 
Total current liabilities		232,322	202,081
Long term portion of debt			 
		-	-
Total liabilities		232,322	202,081
Net assets:			
Unrestricted		63,417	61,464
Temporarily restricted		123,908	175,406
Permanently restricted		422,174	 454,541
Total net assets		609,499	691,411
Total liabilities and net assets	\$	841,821	\$ 893,492

See accompanying notes.
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## Bossier Office of Community Services, Inc. Statements of Activities For the Years Ended December 31, 2010 and 2009

<b>.</b>	<u>Unrestricted</u>	Temporarily <u>Restricted</u>	Permanently <u>Restricted</u>	2010 <u>Total</u>	2009 <u>Totał</u>
Revenues, gains, and other support:		<u> </u>		<del>-</del>	
Interest	\$ -	\$ 318	\$ -	318	\$ 77
Grant revenues	-	5,187,289	-	5,187,289	4,785,384
Local	225,009		-	225,009	851,049
ARRA		507,628		507,628	29,408
	225,009	5,695,235	-	5,920,244	5,665,918
Net Assets Released from restriction			,	40.	
Satisfaction of program restrictions	5,904,188	(5,904,188)	-	(0)	-
Note payment	-	-	-	-	-
Satisfaction of capital acquisition		-	-	-	-
Expiration of time restrictions	37,418		(37,418)		<del>-</del>
	5,941,606	(5,904,188)	(37,418)	(0)	-
Insurance claim-extraordinary income	-	-	-	•	-
Total unrestricted revenues, gains,		<u> </u>			<del></del>
and other support	6,166,615	(208,954)	(37,418)	5,920,244	5,665,918
Expenses					
Head Start	2,346,827	• -	-	2,346,827	2,436,399
Early Head Start	515,447	•	-	515,447	487,750
ARRA	226,026	-	-	226,026	398,136
Child and Adult Care Food Program	440,860	-	-	440,860	277,343
Community Services Block Grant II	354,777	-	•	354,777	-
Community Services Block Grant I	216,811	-	-	216,811	898,363
Low Income Home Energy Assistance	1,509,544	-	-	1,509,544	31,812
Non Emergency Medical Transportation	42,143	•	-	42,143	845,723
Community Services - Youth Program	166,669	-		166,669	228,572
Youth Shelter	89,594	-	-	89,594	54,527
Federal Emergency Management	16,409	-	-	16,409	
Community Development Block Grant	-	-	· <b>-</b>	-	231,756
School Lunch	68,675	-	-	68,675	-
Family Day Care Home	-	-	-	-	-
Support Services		-	-	- 252	-
General Services	<u>8,372</u>	<del>-</del>		8,372	
Total expenses and losses	6,002,154		-	6,002,154	5,890,381
Changes in net assets	164,461	(208,954)	(37,418)	(81,910)	(224,463)
Net assets at beginning of year	61,464	170,406		691,411	915,875
Transfer out	(212,508)	•		(291,370)	
Transfer in	50,000	241,370		291,370	608,604
Net assets at end of year	\$ 63,417	\$ 123,960	\$ 422,123	\$ 609,500	\$ 691,412

See accompanying notes.
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## Bossier Office Community Services, Inc. Statements of Cash Flows For the Years Ended December 31, 2010 and 2009

		2010	 2009
Cash flows from operating activities:	_		
Cash received from grants	\$	5,744,656	\$ 5,748,169
Cash paid to employees and suppliers		(5,934,448)	(5,777,737)
Other		225,009	25,679
Interest		318	 77
Net cash provided (used) by operating activities	-	35,535	(3,812)
Cash flows from investing activities:			
Capital purchases		-	(5,000)
Other	_	(50)	 
Net cash provided (used) by investing activities		(50)	(5,000)
Cash flows from financing activities:			
Increase (Decrease) in notes payable		-	-
Other			 
Net cash provided (used) by financing activities		•	-
Net increase (decrease) in cash		35,485	(8,812)
Cash at beginning of year		182,750	 191,563
Cash at end of year	s	218,235	\$ 182,751
Reconciliation of change in net assets to net cash provided by operating activities:			
Change in net assets	\$	(81,910)	\$ (224,465)
Adjustments to reconcile change in net assets to net cash provided by operating activities:			
Depreciation		37,418	23,953
Change in receivables		49,739	108,008
Change in accounts payables		30,288	<b>88,69</b> 1
Non cash receipts			-
Net cash provided (used) by operating activities	S	35,535	\$ (3,813)

See accompanying notes.

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Bossier Office of Community Services, Inc. Statements of Functional Expenses For the Years Ended December 31, 2010 and 2009

		, September 1	HEAD	Child and	Community	Community	Home	Non Emergency Transit	State Juvenile			JGJ School	OCS Youth	General	General	2010	2009
Expenses:	Head Start	Head Start	ARRA	Cure Food	Savices II	Service	Assistance	Services	<u>भूगा</u> ड	EEWO	CDBC	Lunch	Services	Services	Pavroll	TOTAL	TOTAL
Personnel	S 1 340 334	\$ 286.017	\$ 117,654	\$ 125.291	\$ 167.049	\$ 65,207	\$ , 46,935		103,736			23,189 \$	22,399		,	\$ 2,305,480	\$ 2,659,426
France benefits	477.430	109.453	24.975	37,896	81.636	5,071	15,715	5,505	34,451	٠	•	1,774	5,827	٠	•	199,132	744,588
Travel	18.756	1 389	•		\$ 190	9	3,533		\$ 90	•	٠	8	•	•		35,945	33,095
Equipment	77.7	•	•	•	2 502	183	1,358		•	•	•	•	1,115	,		816'6	16,199
Supplies	69.714	18,518	٠	376	5,470	1,565	7,303	•	3.076	•		43,622	4,383	<u>x</u>	•	154,568	285,814
Occupancy	•	•	•	. 1	•	•	•	•	•	•	•	•	•	•		•	21,595
Contractual	33.306	٠	•	•	•	•	•	•	1,651	٠	•	•	11,368	•	•	46,325	81,839
Telephone	27.310	7.891	•	•	13.126	٠	2,183	•	•	•	•	•	3,792	•	•	54,302	37,477
Calida	103.583	13.579	•	•	4,119	•	1,005	778	٠	•	•	•		•		123,064	\$10,66
Insurance	23 236	21 027	•	•	41.995	٠	7,560	8.967	•	•	•		•	•		132,885	243,467
Vehicle operations	36 900	<b>'</b>	•	•	8,221	•		15,963	•	•	•	•	685	•		61,869	79,185
Maintenance	108 902	21.538	•	•	1.461	•	366	91	٠	•	•	•	•	•	•	132,283	64,632
Office expenses	'	•	•	٠		•	787	•	1,962	•	•		•	•	•	2,749	•
Professional	11 150	5.079	•	•	7.813	•	1,350	1,350	15,624	•	•		4,500	•	•	46,866	34,062
Food and supplies	8	966	•	270,816		•	•	•	•	•	•	•		•	•	272,373	268,497
Interest expense	•	•	•	•		•	٠		٠	•	•	•	•	•		•	•
IRS penalties	٠	•	•	•	•	٠	•	•	•	•	•	•	•	,	•	' !	'!
Provider training	19,207	060	•	٠	٠		•	•	•	•	•		<b>2</b>	•		77.02	156,127
Miscellaneous	23,394	1,034	•	5,394	12,711	•	2,785		58	•	,	•	14,979	•		666,00	EOR' 18
Client assistance	•	1	•	•	3,343	144,744	1,418,382	•	•	16,409	•	•	,	370		585,448	\$10/\$
ARRA	•	0	1	• ;	•	•	•	. 440					2.629	50.5	4 41%	1.22,193	5 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
# E		27.838	63,537	à	<u>.</u>	•	•	2									
Total	2,328,727.72	\$15,447	226,026	439,860	354,777	216,811	1,509,261	42,143	699 991	16,409	•	68,675	71,558	3,86	4. 88	5,964,736	5,866,428
Depreciation	18,059,00		-	1,000	-		283	1		'		-	18,036	1	j	37,418	50,52
lotai	\$2,346,826 (2 S 515,446.64 \$226,026.00	S 515,446.64	\$226,026.00	S 440,860 U/	\$ 354,177,14	\$216,811.46	19.624.904,1 8	342,143.12	\$ 166,668.93	¥ 16,409,00	,	\$ 68,675,23	\$ 89,595.64	3,966.03	34,406.00	8 6,002,153.91	S 5,890,481 30

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### ORGANIZATION AND PROGRAM DESCRIPTION -

Bossier Office of Community Services, Incorporated (BOCS) is a private nonprofit corporation established under the laws of the State of Louisiana. The corporation is organized to operate a Community Services Program in and for Bossier Parish, Louisiana. Specifically, the corporation is organized to:

- A. serve as the official anti-poverty agency in Bossier Parish, Louisiana;
- B. create, plan, develop, implement, conduct and administer programs according to Federal rules, regulations and guidelines that involve the maximum participation of the community served;
- C. ensure and provide affordable, safe, sanitary and decent housing to very low, low and moderate income residents of the State and expand economic development and home ownership opportunities for low and moderate income residents of the State;
- D. provide assistance and educational materials related to housing to very low, low and moderate income residents of the State;
- E. improvise and utilize all community resources both public and private in an organized approach on eliminating poverty.

Bossier Office of Community Services Inc.'s operations are segregated into general grant programs as follows:

Head Start and Early Head Start Programs (HS and EHS) provides comprehensive educational and support services to low-income and disabled children zero to five years of age and children who have not reached the compensatory school age. This program provides health, mental health, nutrition, education and parent involvement services to children in an effort to enable the child to function at an optimum level in their environment. Funding is provided through federal funds from the U.S. Department of Health and Human Services.

<u>Child and Adult Care Food Program (CACFP)</u> provides a food service program in conjunction with the Head Start and Early Head Start Programs. Funding is provided by federal funds passed through the State of Louisiana, Department of Education.

<u>Community Services Block Grant (CSBG)</u> provides assistance to the poor, disadvantaged and unemployed through housing services, community projects, nutrition services, emergency assistance, employment services, transportation services, and other services. Funding is provided by federal funds passed through the State of Louisiana, Department of Labor.

<u>Transit Services</u> provides transportation services to citizens in the urban and rural areas of Bossier Parish. Funding is provided by federal funds passed through the State of Louisiana, Department of Social Services, federal funds passed through the City of Bossier City, transit fares and other miscellaneous revenues.

<u>Low-Income Home Energy Assistance Program (LIHEAP)</u> provides assistance to low income households in offsetting the burden of high energy costs. Funding is provided by federal funds passed through the Louisiana Housing Finance Agency.

National School Lunch Program (NSLP) provides a food service program in coordination with the Johnny Gray Jones Youth Shelter. Funding is provided by federal funds passed through the State of Louisiana, Department of Education.

Johnny Gray Jones Youth Shelter (JGJYS) provides for the maintenance and operation of a regional youth shelter which provides a temporary facility for juvenile status offenders until their disposition can be decided. Funding is provided by state funds from the Department of Public Safety and Corrections and various other revenues.

Reporting Entity - The governing body of Bossier Office of Community Services is its Board of Directors. The Board appoints an Executive Director to administer the affairs of the agency. BOCS is not considered a component of the city, parish or any governmental body. The governing board independently oversees the agency's operations.

- 1) The accompanying financial statements include all of the organization's programs, activities and functions of BOCS for which the Board has oversight responsibility, except as described in the following paragraph. Such oversight responsibilities include designation of management, the ability to significantly influence operations, accountability for fiscal matters, and the scope of public services.
- 2) Some equipment is owned by BOCS while used in the program for which it was purchased or in other future authorized programs. The funding sources, however, have a reversionary interest in the equipment purchased with grant funds, therefore its disposition, as well as the ownership of any sale proceeds therefrom is subject to funding source regulations.

#### **BASIS OF ACCOUNTING -**

<u>Accounting Policies</u> – The accompanying financial statements have been prepared in conformity with generally accepted accounting principles. BOCS uses the accrual basis of accounting.

<u>Financial Statement Presentation</u> – The financial statements are presented as recommended by Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958-205, *Financial Statements of Not-for-Profit Organizations*. FASB ASC 958-205 requires the agency to report information regarding its financial position and activities into three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets.

Revenue and Support - Grant revenues (Grants and Governmental reimbursements) are recognized using the legal and contractual requirements of the Agency's programs as guidance. Grant revenues (where funds must be expended for specific purposes prior to amount being reimbursed to the Agency) are recognized based on expenditures recorded.

BOCS reports grants and gifts of cash and other assets as restricted support if they are received with donor or grant stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Temporarily restricted net assets are restricted for future period expenditures.

<u>Property and Equipment</u> – Property and equipment are recorded at costs unless donated. If donated, property and equipment are carried at the approximate fair value at the date of donation. It is BOCS's policy to capitalize property and equipment with a unit cost of \$5,000 or more. Lesser amounts are expensed. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose.

Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulation regarding how long those donated assets must be maintained, the Agency reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor.

BOCS recognizes depreciation on its fixed assets in accordance with generally accepted accounting principles. The Federal government has a reversionary interest in property purchased with Federal funds. Its disposition, as well as any disposition proceeds, is subject to federal regulations. The use of assets purchased with federal funds is limited to the purposes intended by the funding source. Fixed assets are depreciated using the straight-line method.

BOCS's fixed assets are stated at cost and are depreciated as follows:

Fixed Asset	Useful Life	Method
Furniture & Equipment	5 – 10 Years	Straight Line
Vehicles	5 Years	Straight Line
Buildings	20 - 30 Years	Straight Line

Depreciation expense for the year ended December 31, 2010 totaled \$37,418.

<u>Cash and Cash Equivalents</u> – For purposes of the Statement of Cash Flows, BOCS considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. BOCS had no cash equivalents at December 31, 2010.

<u>Use of Estimates</u> – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

<u>Income Taxes</u> – BOCS is a not-for-profit organization that is exempt from income taxes under Section 501 (c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as a private corporation.

<u>Contributed Services</u> – BOCS received donated services from a variety of unpaid volunteers assisting in its program services. No amounts for donated services have been recognized in the accompanying statements of activities since the criteria for recognition of such volunteer efforts under FASB ASC 985 has not been satisfied.

<u>Pension Plan</u> – A 403 (b) Retirement Plan was established for employees of BOCS effective May 1, 2001.

<u>Expense Allocation</u> – The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

#### **NOTE 2: PROGRAM EXPENSES**

Net assets were released from grantor restrictions by incurred expenses satisfying the restricted purposes or by occurrence of other events specified by funding sources.

#### Purpose restrictions accomplished:

Head Start and Early Head Start Program	\$	2,844,175
ARRA Head Start		226,026
Child and Adult Care Food Program		439,860
Community Services Block Grant		317,097
ARRA Community Services Block Grant		206,772
Low Income Home Assistance Program		1,509,261
Non Emergency Transit Services		24,846
Federal Emergency Management Assistance		16,409
Community Development Block Grant		-
Johnny Gray Jones General		-
General Fund		-
National School Lunch Program	_	68,675
Total	<u>\$</u>	5,653,121

#### **NOTE 3: LEASE COMMITMENTS**

Bossier Office of Community Services leases equipment under operating leases from various entities. No leases have initial or remaining non-cancelable terms in excess of one year.

#### **NOTE 4: GRANTS RECEIVABLE**

Grants receivable at December 31, 2010 is comprised of the following:

Agency	Program	 Amount
U.S. Department of Health and		
Human Services	Head Start/Early Head Start	\$ 173,932
Louisiana Department of Education	Child and Adult Care Food	27,086
Louisiana Department of Labor	Community Services Block Grant	440
Louisiana Department of Education	National School Lunch	-
	Total	\$ 201,459

#### NOTE 5: PENSION PLAN

A 403 (b) Retirement Plan was established for employees of BOCS effective May 1, 2001. Employees with at least one year of service may contribute a portion of their wages to the plan. An amount equal to 5% of the total salary of eligible employees is contributed to the plan by BOCS.

The amount contributed by BOCS to retirement plans on behalf of the employees for the year ended December 31, 2010 was \$49,939.

#### NOTE 6: CONCENTRATION OF CREDIT RISK

BOCS received over 97% of its funding from Federal and State grants with the Head Start program providing over 54% of all grant revenues.

Concentrations of credit risk with respect to grant receivables are limited due to these amounts being due from governmental agencies under contractual terms. As of December 31, 2010, BOCS had no significant concentrations of credit risk in relation to grant receivables.

#### NOTE 7: COMMITMENTS AND CONTINGENCIES

BOCS participates in certain governmental financial assistance programs. Although BOCS grant programs have been audited through December 31, 2010 in accordance with provisions of the Single Audit Act, these programs are still subject to financial and compliance audits by the grantor agencies. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although BOCS expects such amounts, if any, to be immaterial.

#### NOTE 8: SUBSEQUENT EVENTS

Subsequent events were evaluated through June 28, 2011, the date that the financial statements were available to be issued.

SUPPLEMENTAL INFORMATION

#### BOSSIER OFFICE OF COMMUNITY SERVICES, INC. SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS For the Year Ended December 31, 2010

Federal Grantor/Pass through Grantor/Program Title  U. S. DEPARTMENT OF HEALTH  AND HUMAN SERVICES	Federal CFDA <u>Number</u>	Agency or Pass-through <u>Number</u>	Federal Expenditures
Direct Program	•		
Head Start Program	93.600		\$ 2,844,175
American Recovery Act of 2009 (ARRA)	93.708		226,026
Passed through Louisiana Department of Labor Community Services Block Grant (CSBG) American Recovery Act of 2009 (ARRA) Passed through Louisiana Department of Social Services-	93.569 93.710	·	317,097 206,772
Office of Community Services Title XIX Transportation (NEMT)	93.667	Unknown	24,846
Passed through Louisiana Housing Finance Agency Low Income Home Energy Assistance Program (LIHEAP)  Total U.S. Department of Health and Human Services	93.568	Unknown	1,509,261
U. S. DEPARTMENT OF AGRICULTURE  Passed Through Louisiana Department of Education Child and Adult Care Food Program (CACFP) National School Lunch Program (NSLP)  Total Department of Agriculture	10.558 10.555	N/A N/A	439,860 68,675 508,535
U. S. Department of Housing and Urban Development Passed through City of Bossier City Community Development Block Grant - (CDBG) Transportation Assistance	14.218	N/A	-
Total Department of Housing and Urban Development			
U. S. DEPARTMENT OF HOMELAND SECURITY  Passed through a local governing board  Emergency Food and Shelter Program (FEMA)  Total Federal Emergency Management Agency	97.024	Unknown	16,409 16,409
Total Federal Expenditures		-	\$ 5,653,120

See accompanying notes.

## BOSSIER OFFICE OF COMMUNITY SERVICES, INC. RECONCILIATION OF FINANCIAL STATEMENTS TO FEDERAL EXPENDITURES For the Year Ended December 31, 2010

	<u>Amount</u>
EXPENSES FROM FINANCIAL STATEMENTS	\$ 6,002,154
ADD	
Capital Purchases	-
Less Non Federal Expenditures	
Depreciation	(37,418)
Others	(311.616)

#### **Total Federal Expenditures**

\$ 5,653,120

#### Depreciation:

The Agency did not receive reimbursement for depreciation and depreciation was not charged to the grant. Depreciation in these instances is not a federal expenditure as reflected in the reconciliation.

#### BOSSIER OFFICE OF COMMUNITY SERVICES, INC. NOTES TO SCHEDULE OF FEDERAL AWARDS December 31, 2010

#### (1) Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance and state assistance and federal and state cost-reimbursement contracts of Bossier Office of Community Services, Inc. BOCS receives federal awards both directly from the United States Department of Health and Human Services and indirectly through the State of Louisiana.

Federal program expenditures included in the accompanying schedule are presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.

#### (2) Major Programs

Four major programs are identified in the Summary of Auditor's Results in the Schedule of Findings and Questioned Costs.

TERRIE L. JACKSON <u>Certified Public Accountants</u> P. O. Box 31873 Houston, Texas 77231-1873 (713) 728-0650

Membership:

American Institute of Certified Public Accountants Texas Society of Certified Public Accountants Society of Louisiana Certified Public Accountants Houston Chapter, Texas Society of CPAs

> Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Directors Bossier Office of Community Services, Inc. Bossier City, Louisiana

We have audited the financial statements of Bossier Office of Community Services, Inc. (BOCS) as of and for the year ended December 31, 2010, and have issued our report thereon dated June 28, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Bossier Office of Community Services Inc.'s internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bossier Office of Community Services, Inc.'s internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether BOCS's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of management, the board of directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Houston, Texas

June 28, 2011

TERRIE L. JACKSON <u>Certified Public Accountants</u> P. O. Box 31873 Houston, Texas 77231-1873 (713) 728-0650

#### Membership:

American Institute of Certified Public Accountants Texas Society of Certified Public Accountants Society of Louisiana Certified Public Accountants Houston Chapter, Texas Society of CPAs

Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with OMB A-133

To the Board of Directors
Bossier Office of Community Services, Inc.
Bossier City, Louisiana

#### Compliance

We have audited the compliance of Bossier Office of Community Services, Inc. (BOCS) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended December 31, 2010. Bossier Office of Community Services, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of BOCS's management. Our responsibility is to express an opinion on BOCS's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about BOCS's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of BOCS's compliance with those requirements.

In our opinion, Bossier Office of Community Services, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2010.

#### Internal Control over Compliance

Management of Bossier Office of Community Services, Inc. is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered BOCS's internal control over compliance with the requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of BOCS's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of management, the board of directors, others within the entity, and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Houston, Texas June 28, 2011

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### BOSSIER OFFICE OF COMMUNITY SERVICES, INC. SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS DECEMBER 31, 2010

Financia	Statement	Audit	<b>Findings</b>
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None reported.

Major Federal Award Program Audit Findings

None reported.

## BOSSIER OFFICE OF COMMUNITY SERVICES, INC. SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED DECEMBER 31, 2010

#### Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued - Unqualified

Internal control over financial reporting:

Material weaknesses identified? No

Significant deficiencies identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

Material weaknesses identified? No

Significant deficiencies identified? None reported

Type of auditor's report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? No

Identification of major programs:

CFDA Numbers	Name of Federal Program
93.600, 93.708	Head Start Cluster
93.569, 93.710	Community Services Block Grant Cluster
10.558	Child and Adult Care Food Program.
93.568	Low Income Home Energy Assistance Program

Dollar threshold used to distinguish between type A and type B programs: \$300,000

Auditee qualified as low-risk auditee? Yes

#### BOSSIER OFFICE OF COMMUNITY SERVICES, INC. SCHEDULE OF FINDINGS AND QUESTIONED COSTS YEAR ENDED DECEMBER 31, 2010 (Continued)

### Section II - Financial Statement Findings

None reported.

Section III - Federal Award Findings and Questioned Costs

None reported.

BOSSIER OFFICE OF COMMUNITY SERVICES, INC. COMBINING STATEMENTS OF FINANCIAL POSITION DECEMBER 31, 2010

												JGNS OCS &				
ASSETS	Hend Sturs	Early Head Stag	Child end Adult Care Econ	CSBGI	I Sec.	LIREAL	School	Family Day Care Home	Westherization Assistmas	NEMT & Trensit Services	JGNYS General State	CASINO General Services	General	Payrodi Eurid	2010 BALANCE	2009 BALANCE
Current Assets Cash Grants receivable	\$ 173,932	\$ 14,301	\$ 40,300 S	8 '	. 9	\$ 58,804 \$	\$ .			\$ 9,928	\$ 20,112 \$	5 20,341 \$	\$ 402,9	47,832 \$	218,235 \$	182,750
Other Receivable		4			•	•		•	4	•		• •	•			•
Insurance claim						• •	• •		. ,				• •	·	1	•
Total current assets	173,932	14,301	67,386	5	\$	58,804	S	'		826'6	20,112	20,34	\$25	47,832	769'611	433,950
Property and Equipment		٠	•	•	٠	٠	٠			•	•	•	ı	•	•	
Furnitus and equipment	643.083	102,592	990.			4. 6.		060'E	9 '	115.480	\$60,5	90,049 270,09	18,750		263,260	263,259
Buildags	928,858	•		٠				•	•	•			•	•	928,858	328,858
Accumulated depreciation	(1,225,705)	(102,592)	(1,000)			(4,140)		(3,090)	(18,275)	(115,480)	(660'5)	(173,363)	(22,488)	• • •	(1,62,673,1)	(1,635,814)
Net property and equipment	382,204		000'4		•			-	11,665			9358	14,897	,	422,124	459,541
Total Assets	\$56,136	14,301	71,386	<b>3</b>	3	58,804	8	•	11,663	9,928	20,113	29,699	21,400	47,832	841,818	893,492
Liabilities and Net Assets							1					,				
Accounts payable	, 884 1, 884	711,11		· &							7,960		.•	•	110,796	108.823
Bank overdraft Accrued liabilities	207 20.87			• •	27,613							11,260	•		93,258	93,258
ERS psyables	•	•		•	•		•	•	•	•	•	•	•			•
Current portion of long term Deferred	•				٠.			•••			·· ·	٠.				•
Other luthskines	•		•	• 1	•	•	• •	, ,		•						
Total	516,671	14.298		æ	29,869						2,960	11,260			232,369	202,081
Long term portion of debi	•		-		•		1	-	1		•		1			
Total lishines	173,932	14,298		2	29,869	•	•	•	•	٠	2,960	11,260	•	٠	232,369	202,081
Net assets: Unrestricted	•	•			•		•	•	•	•	•	180'6	6,304	47,832	63,417	19419
Temporarily restricted Permanently restricted	382,204	<b>.</b>	67,386	B,	(29,429)	58,804	\$.		11,665	9,928	17,152	9,358	14,897		123,908	175,406
Total net essets	382,204		71,386	=	(29,429)	58,804	&		11,665	9,928	17,152	18,439	21,400	47,832	609,449	114,169
Total lithitises and not assets	\$ 961,962 \$	\$ 14,301 \$	\$ 386,17 8	53	S 440	\$ 58,804 \$	\$ 05	•	\$ 11,665 \$	9,928	5 20,112 \$	\$ 669'62	3 11,406 \$	47,832 \$	241,818 \$	893,492

BOSSER OFFICE OF COMMUNITY SERVICES, INC. COMBINING STATEMENTS OF ACTIVITES YEARS ENDING DECEMBER 31, 2010 AND 2009

							YEARS EN	YBARS ENDING DECEMBER 31, 2010 AND 2009	L31, 2010 AND 2	600	7						
111,1944 5 20186		H G	Early Shad Start	HS	Child and Adult	= S	PORSO	LHEAP		Westerzaton Assistance	CDBG & Non Non Emergency Medical	JOIN'S General State	JGPYS OCS & CASINO General Services	General	Payroll General Fund	2010 Total	2009 Total
	Revenues. Cerns & Support			8		,					۱ .		\$	•			1.
11-04-10   120	Heress Gent revenues	142 2,311,399.66	502,030.60	•	347,939	307,097			8,120	, .			₹ '	16,409		81,8	4,785,384
1,10,413,   1,10,413	DBG ocal		. 87			10,000			14,517		14,309		164,284	21,698		225,009	812,521
1343,200 5020160 226,00 151,721 317,10 206,44 1,507,13 12,57 17,10	ocetion NA	71,048.02		226,026	3,782	• •	206,772			• •	• •				• •	\$07,628	38,528 29,408
1,11,11,11,11,11,11,11,11,11,11,11,11,1		2 382 389 84	502.013.60	726 (05	151.721	317.149	206.845	1.567.133	22.637		39.155	102.314	164,334	38,307	 	5,920,244	\$16,599.8
1,546,516.77   13,144,444   226,016   1,511,110   2,151,111   1,510,144   1,511,14   1,613,14   1,613,14   1,613,14   1,613,14   1,5	n Assta Released		20,160,300						İ								
1,344,266 1,31,721 311,140 206,446 1,561,151 22,677 19,1156 163,144 164,334 143,977 25,673,44 3,3477 216,411 1,350,344 143,41 1,350,344 13,347	te peyment		•		•	•	ì	•	•	•		•	•	•	•		
1,314,516,716,716,716,716,716,716,716,716,716,7	isfaction equipment piration of time restric	٠.		•		•			• •		•		•		٠.,		
131462677 13154664 226,000 231,721 317,140 206,844 1,567,133 22,677 10,214 10,214 34,377 10,214 10,2			,     	 		''		• 		'		,		•	•	•	•
13.446.64 225.026 225.	3	2,382,589 &5	502,031.60	226,026	351,721	317,149	206,845	1,567,133	22,637	•	39,135	102,314	164,334	38,307	•	5,920,244	\$,665,918
1346,535.77 1346,547 1315,446,64 126,056 140,000 134,047 140,049 15,044	55020							• •			. 1	. ,			٠.		,
135,446,44 226,026 226		2,346,826.72	•	•	•	•	•	•	•	•	•	•		•	•	2,346,827	2,436,399
4400 kg			515,446.64	. 250	•	•		• 1			• •	• •				226.026	, , , , , , , , , , , , , , , , , , ,
216,811 21,500,344 22,143 21,445,64 21,40,466 21,40,40,40,40,40,40,40,40,40,40,40,40,40,	: 5	٠	•	•	440,E60		•	ı	•	•	٠	•	•	•	•	440,860	398,136
13-54-626-7	100	•	•	٠	•	•	216,811	1	,	•		•	•	•	•	216,811	
42,143   156,669   156,699	n ox		•	•		354,777	. ,	. 200 544								1,509,544	191,363
19,594   1	۽ پ		٠,		•				•	•	42,143	•	•	•	•	42,143	31,812
156,669   156,699   156,	th Shelter		•	•		٠	•	•	•	•	•	•	19,594		•	89,594	845,723
2,346,826.72 515,446 64 226,026 440,860 354,777 216,811 1,500,344 68,675 42,143 166,669 89,594 20,375 4,406 6,002,154 (81,910) (97,969) 37,289 (46,034) (73,862,47	Youth		•	•	•	•	•	ı	•	•	•	166,669	•	•	•	166,669	228,572
134685672 515,446.64 Z26,026 440,860 354,777 216,811 1,500,244 68,673 . 42,143 166,669 89,594 20,373 4,406 6,002,134 31,700 40,030 37,289 (46,038) 11,665 2,416 56,507 34,347 11,169 57,218 (51,140) (71,	od Lunch	•		•		•	•	• 1	68,675							68,86	3
2,346,226.72 513,446,64 Z26,026 440,860 354,777 Z16,811 1,509,344 68,673 42,143 166,669 89,594 20,375 4,406 6,002,154 (2,982) (64,535) 74,741 17,932 (4,406) (81,910) (31,862,47) 20,313 13,418.39 96,691 (25,000) 9,579 1,214 5,389 11,665 8,902 25,000 (90,649) 8,71,75 \$ 18,439 \$ 21,400 \$ 47,832 \$ 609,499 \$ 8	; ≤				• •	• •		) 1	•	•		٠	٠	16,409		16,409	54,527
2,346,826.72 513,446.64 226,026 440,860 344,777 216,811 1,500,544 68,673 1,143 166,669 89,594 20,373 4,406 6,002,154 (4,06) 113,415.04 (4,06) 13,415.04 (4,06)	9	•	٠	•	٠	- •	•	•	•	•	•	•	•	•	•	i	
2,346,826,72 515,446,64 226,026 440,860 354,777 216,811 1,509,544 68,675 . 42,143 166,669 80,594 20,375 4,406 6,002,154 34,05 13,446,64 226,026 440,860 357,589 (46,038) . (2,988) 11,665 2,416 56,507 34,347 17,169 52,218 691,410 13,382,477 13,183 13,200 9,979 . 40,698 11,665 \$ 9,928 \$ 17,152 \$ 18,439 \$ 27,400 \$ 47,832 \$ 609,499 \$	therization	•	•	•	•	•	•	•	•	•	•	•		•	•	•	•
2,346,826,72 513,446 64 226,026 440,860 354,777 216,811 1,509,344 68,673 . 42,143 166,669 89,594 20,373 4,406 6,002,154 (4,06) 81,310 134,18,34 13,418,39 6,681 . 68,673 . 1,214 3,189 11,665 2416 56,507 34,347 17,169 52,218 691,410 (313,6247) . 63,834 33,200 9,979 . 40,698 11,665 \$ 9,928 \$ 17,152 \$ 18,439 \$ 21,400 \$ 47,832 \$ 609,499 \$	port Services				. ,	٠, •			• •			• •		3,966	, 406	8,372	ļ
400,101,13 (13,415,04) (86,139) (17,528) (9,660) 57,589 (46,038) (5,288) (64,235) 74,741 17,922 (4,406) (81,910	-	2,346,826.72	515,446.64	226,026	440,860	354,777	216,811	1,509,544	68,675		42,143	166,669	\$9,594	275,02	4,406	6,002,154	186,068,2
400,00333 13,418.39 96,691 3.0 1,214 5,389 11,665 2,416 56,507 34,347 17,169 52,218 691,410 (31,362,47)	mges in not assets	35,763 13	(13,415.04)	•	(86,139)	(37,628)	(9%'6)	57,589	(46,038)	٠	(2,988)	(64,355)	74,741	17,932	(4,406)	(81,910)	(224,463)
(33,862.47) (33,862.47) (35,000) (308,211) (308,211) (308,247) (31,700) (308,211) (308	pinning Net Assets	400,303.33	13,418.39	•	69'96	٠	8	1,214	5,349	11,665	2,416	56,507	34,347	17,169	52,238	691,410	915,875
\$ 343,204 \$ 3 \$ 71,386 \$ (29,428) \$ 63 \$ 58,804 \$ 50 \$ 11,665 \$ 9,928 \$ 17,152 \$ 18,439 \$ 21,400 \$ 47,832 \$ 609,499 \$	nafer out nafer in	(53.862.47)		•	63.834	(25,000)	6.66		40,69	• •	006'01	25,000	(90,649)	(38,700)		(208,211) 208,211	(608,604) 608,604
\$ 348,204 \$ 38 . \$ 71,386 \$ (29,428) \$ 63 \$ 58,804 \$ 50 \$ 11,665 \$ 9,928 \$ 17,152 \$ 18,439 \$ 21,400 \$ 47,832 \$ 609,499 \$	ets Returned ermanently		•		j			1							ì		
		382,204	ń	•		(29,428)	63	58,804	ô,	11,665	9,928	17,152	18,439	21,400	47,832	609,499	691,412